

DOC TRAVEL HANDBOOK SPECIAL TRANSMITTAL (ST) 00-4

MEMORANDUM FOR All Holders of the DOC Travel Handbook

FROM: Sonya G. Stewart
Director for Executive Budgeting
and Assistance Management

SUBJECT: Changes to the Federal Travel Regulation

This Special Transmittal (ST) is issued to provide expedited, supplementary information for the DOC Travel Handbook.

1. PURPOSE

This ST is issued to transmit an advance copy of Amendment 90 to the Federal Travel Regulation (FTR) and to implement Departmental policy related to the provisions contained in that amendment. Amendment 90 amends the FTR to implement the requirements of Public Law 105-264, dated October 19, 1998, regarding the required use of the travel charge card, collection of amounts owed to a Government travel charge card contractor, and reimbursement of travel expenses.

2. SIGNIFICANT CHANGES

The following significant changes have been made in the FTR:

- (a) Requires mandatory use of the Government contractor-issued travel charge card (currently Citibank Visa) by all Departmental employees who travel;
- (b) Allows the Administrator of General Services and heads of agencies to grant exemptions to the mandatory use of the card;
- (c) Requires finance/payment offices to reimburse employees within 30 calendar days after a proper voucher is submitted to the approving official;

- (d) Requires finance/payment offices to pay a late fee to the employee if they fail to reimburse the employee within 30 calendar days after receipt of a proper voucher; and
- (e) Allows bureaus to collect undisputed delinquent travel charge card payments from an employee's salary, upon receiving a written request from the travel charge card contractor, if the employee has been reimbursed by the finance/payment office or if the employee has not submitted a proper travel voucher within the timeframe requirements (five days after completion of the trip), and there are no extenuating circumstances.

3. **DEPARTMENTAL POLICY**

Attached to this ST is the Departmental policy to be followed which implements the provisions of Amendment 90.

Note that Departmental policy in paragraphs 301-70.704 and 301-70.707 requires bureau heads or heads of operating units to submit to the Office of Executive Budgeting and Assistance Management any additional requests for exemptions from the mandatory use of the card, and the disciplinary action that bureaus will take with those employees who use their travel charge card for non-official purposes or are delinquent in making payments to the travel charge card contractor. This information must be received by no later than March 31, 2000.

4. **EFFECTIVE DATE**

Departmental policy contains interim procedures that bureaus must follow for official travel performed after February 29, 2000. The final procedures as they apply to the reimbursement of travel expenses must be implemented for official travel performed after April 30, 2000, or upon the issuance of bureau implementing regulations and procedures, whichever occurs first.

5. **ACTION TO BE TAKEN**

Before filing, this ST should be circulated to all travelers for their information. After circulation, copies of this ST should be filed in the FTR at Parts 301-51 - Paying Travel Expenses, Part 301-52 - Claiming Reimbursement, Part 301-70 - Internal Policy and Procedure Requirements, Part

301-71 - Agency Travel Accountability Requirements, and Part
301-76 - Collection of Undisputed Delinquent Amounts Owed to
the Contractor Issuing the Individually Billed Travel Charge
Card.

6. INQUIRIES

All inquiries regarding this transmittal should first be directed to the travel contact in your bureau. That official will contact the Office of Executive Budgeting and Assistance Management if Departmental-level assistance is necessary to resolve an inquiry.

7. CODIFICATION/EXPIRATION

The advance copy of Amendment 90 can be destroyed upon the receipt and filing of the final version of Amendment 90. The Departmental policy contained in this ST will remain in effect and should be followed until it is codified in the revision to the DOC Travel Handbook.

Attachments

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Subject/Chron/Reading
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